

Request for Proposal

Bid Number: 17-09-1728JJ

The Navajo Division of Transportation (Navajo DOT), is soliciting proposals to prequalify contractors for **"N8065 Black Mesa Culvert Installations."**

To obtain a bid packet visit web-site www.navajodot.org and for questions contact, Ms. Priscilla Lee with the Navajo DOT at: (505) 371-8342, or plee@navajodot.org.

Closing date is October 6, 2017, at 3:00 p.m. Mountain Daylight Saving Time (M.D.T.). Any proposal(s) received after this date and time will not be accepted and will be returned to the sender. No faxed or email proposals or bids will be accepted.

The proposal and bid package should clearly read **"RFP #17-09-1728JJ N8065 Black Mesa Culvert Installations"** with name of Contractor and address. **LATE SUBMITTALS WILL NOT BE ACCEPTED**

The Navajo Nation Business Opportunity Act and Navajo Preference Act shall apply to this project. Prospective bidders are encouraged to familiarize themselves with these provisions. Having preference does not guarantee the award of project. Competitive bidding under the Navajo Nation Business Opportunity Act shall be utilized in the selection of the Contractor.

The Navajo Nation reserves the right to waive any informalities or irregularities in this Request for Proposal (RFP) and/or to reject any or all bids; to be the sole judge of the suitability of the materials offered and to award a contract for the furnishing of services it deems to be in the best interest of the Navajo Nation.

PROPOSAL SUBMITTAL



All proposal MUST have the Prospective Respondent's name and contact information on the outside of the Sealed Proposal (envelopes). If not included, it will be considered "Non-Responsive."

All proposals are to be submitted to:

Mailing Address:

Navajo Division of Transportation - Department of Project Management
Attention: Priscilla Lee, PPS
PO. Box 3690
Window Rock, AZ 86515
Phone: (505) 371-8342/8300
Cell: (928) 797-0191

Hand Delivery:

#16 Old Coalmine Road
Mentmore, NM 87319

All proposals and bid form shall be sent in sealed envelope, clearly marked with the following information:

Respondent's Contact Information

RFP Bid Number: 17-09-1728JJ

Description or Title: N8065 Culvert Installation Services in Black Mesa, Arizona

Contact Person: Priscilla Lee, Programs & Projects Specialist
Navajo Division of Transportation – Project Management
Office: 505-371-8342 Cell: 928-797-0191
plee@navajodot.org

Please submit an Original (unbounded) and three (3) copies of proposals.

PART I

INFORMATION ONLY - NO RESPONSE TO THIS SECTION IS REQUIRED

- A. PURPOSE: This Request for Proposal (RFP) provides the prospective respondents with sufficient information that will enable them to prepare and submit a proposal for consideration.
- B. SCOPE: This RFP contains the instructions governing the proposals to be submitted and the materials to be included. These are mandatory requirements which must be met to be eligible for consideration.
- C. SCHEDULE OF ACTIVITIES AND TIMELINES:

Schedule of Activities	Timelines
Prospective respondents "Inquiry Timeline": All inquiries and questions will be answered prior to this date. Questions must be submitted in writing only. If needed, an Addendum will be posted on our website. No questions accepted after this date.	September 22, 2017 by 3:00 p.m.
Due date for all proposals	October 6, 2017 3:00 pm. Arizona Mountain Standard Time
Opening of proposals and evaluations by the Review Panel	October 9, 2017
Vendor Selected and Notified	October, 2017
Award of Contract	October, 2017

- D. INQUIRIES: Prospective respondents may contact Navajo Division of Transportation (DOT) Department of Project Management staff via email about this RFP in obtaining clarification of requirements. No inquiries will be accepted after the inquiring date listed in Section C.
- E. ADDENDUM OR SUPPLEMENT TO THIS REQUEST FOR PROPOSALS: In the event, it becomes necessary to revise any part of this RFP, an addendum will be posted on navajodot.org website. Any respondents that already submitted a proposal will be notified.
- F. PROPOSALS SUBMISSION: Proposal must be received on or before 3:00 p.m., Arizona Mountain Standard Time, on September 22, 2017. Respondents who are mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. If mailed, it is recommended that proposals be sent by certified mail to the address indicated on the Page 2 of this RFP.
- G. NUMBER OF PROPOSAL TO BE SUBMITTED: In the submission of the proposal, one original (unbound) and three (3) copies must be enclosed in a sealed envelope. The outside of the envelope should be clearly marked with 1) Respondent's Contact information, and 2) the RFP #17-09-1728JJ N8065 Black Mesa Culvert Installations in Black Mesa, Arizona.
- H. LATE RECEIPT OF PROPOSALS: Late proposal will not be accepted. It is the responsibility of the respondent to ensure that the proposal arrives at the Navajo Division of Transportation - Department of Project Management on or before the date/time specified.

- I. REJECTION OF PROPOSALS: The Navajo Division of Transportation (Navajo DOT) - Department of Project Management reserves the right to reject any or all proposals and to waive informalities and minor irregularities in the proposals received.
- J. PROPRIETARY INFORMATION: Any restriction on the use of the information, data, contents contained within the proposals must be clearly stated in the proposal itself. Each and every page of the propriety material must be labeled or identified with the word "Proprietary: Proprietary information submitted in response to this RFP will be handled in accordance with applicable procurement regulations.
- K. PROPOSAL MATERIAL OWNERSHIP: All material submitted in reference to this RFP shall become the property of the Navajo Nation and will not be returned to the respondent. Responses received will be retained by the Navajo DOT — Department of Project Management and may be reviewed by any person(s) after the final selection has been made, subject to Section J. The Navajo DOT — Department of Project Management has the right to use any or all systems, ideas presented in this RFP. subject to limitations in Section J Disqualification or non-selection of a respondent does not eliminate this right.
- L. INCURRING COSTS: The Navajo DOT — Department of Project Management is not liable for any cost incurred by the Respondent prior to issuance of service contract or a purchase order.
- M. ACCEPTANCE OF PROPOSAL CONTENT: The contents of the proposal of the successful Respondent will become contractual obligation, if acquisition action ensues. Failure of the successful Respondents to accept these obligations may result in cancellation of the award and such respondent may be removed from consideration for future solicitation. The Navajo DOT — Department of Project Management reserves the right to pursue appropriate legal action in the above set of circumstances.
- N. ACCEPTANCE TIME: The Navajo DOT - Department of Project Management, in coordination with the Navajo Nation Business Regulatory Department and the Navajo Nation Office of the Controller, intends to select the successful Respondent in the time specified in Section C, after the closing date of receipt of proposals.
- O. AWARD OF SERVICE CONTRACT OR ENGINEERS JOINT DOCUMENTS COMMITTEE DESIGN AND CONSTRUCTION (EJDCDC) RELATED DOCUMENTS INSTRUCTIONS AND LICENSE AGREEMENT: Upon selection, Navajo DOT will initiate the Engineers Joint Documents Committee Design and Construction Related Documents Instructions and License Agreement or a Service Contract reviewed and approved by the Navajo Nation Department of Justice in the name of the successful respondent; and the contents of the proposal submitted by the respondent will become part of the contract.
- P. JOINT PROPOSALS: Nothing in this RFP shall be construed to prohibit respondents from entering into a consortium for the purpose of offering a proposal in response to this RFP. Parties to a consortium will not be permitted to submit independent proposals in response to this RFP.
- Q. EVALUATION PROCEDURE AND CRITERIA.
 - 1. Review Panel: A Review Panel, with specific related technical background, will be selected and evaluate the proposals received in accordance with general criteria used herein. The review panel may request for a meeting for purposes of proposal clarification and the respondent should be prepared to provide any additional information the Review Panel feels necessary for a fair evaluation of the proposals.

2. Failure of a respondent to provide any information, requested in this RFP, may result in the proposal being disqualified. All proposals must be endorsed with the signature of a responsible official having the authority to bind the respondent in the execution of a contract.
3. The sole objective of the review panel is to select the respondent most responsive to the needs of the Navajo DOT - Department of Project Management and the Bureau of Indian Affairs -- Division of Transportation, Chinle Agency. The specifications in this RFP represent the minimum performance necessary for a response. Based on the evaluation criteria established in this RFP, the Review Panel will select and recommend the respondent who best meets the objective in the Scope of Work in Part II.
4. The Technical Proposal Factors will be used in the evaluation of the proposals and in the selection and the award of the Service Contract. The Technical Proposal Factors will be on a scale of 100 points for the Scope of Work on Page 7, and also Format and Organization on Pages 8 and 9. The Bid Form or Proposal Fee will be opened until after the proposals are evaluated, and it will be based on a scale of 40 points.

Evaluation Sheet

Technical Proposal Factors	Requirements	Maximum Points Awarded
Proposal Format	Proposal Format: 20 Pages Back to back, 12 Point Font Size, and spiral bound and 1 loose copy. Proposal Content: Letter of Interest, and Certificate of Insurance.	10
Specifications	Knowledge of Culvert Installation Process and Federal Highway Administration FP-03 Specifications	20
Scope of Work	Methodology to complete construction projects: Project Management, Roles and Responsibilities, Manpower, Listing of Equipment, Timelines, and Communication Method.	20
Experience	Performance Rating Forms, Experience in working with American Indian, Certified Navajo Business Owners.	10
Bid Form	Cost for all requested services, Navajo Nation Tax included, and Total Cost	40
TOTAL		100

- R. STANDARD CONTRACT: The Navajo Nation, Navajo DOT - Department of Project Management and the Chinle Agency Bureau of Indian Affairs - Division of Transportation reserves the right to incorporate standard contract provisions into any contract negotiations, because of a proposal submitted in response to the RFP.
- S. PROOF OF CERTIFICATE OF INSURANCE: Provide proof of your company's Certificate of Insurance and other insurances related to this project.
- T. BONDS:
1. Performance Bond. CONTRACTOR SHALL PROVIDE TO THE NAVAJO NATION A PERFORMANCE BOND UNDERWRITTEN AND EXECUTED BY A SURETY COMPANY THAT GUARANTEES THE CONTRACTOR'S COMPLETE AND SATISFACTORY PERFORMANCE UNDER THE CONTRACT. The Performance Bond must be one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided for in Article 12.3 herein.
 2. Payment Bond. CONTRACTOR SHALL PROVIDE TO THE NAVAJO NATION A PAYMENT BOND UNDERWRITTEN AND EXECUTED BY A LICENSED SURETY COMPANY THAT WILL PROTECT ALL PERSONS, SUBCONTRACTORS, OR OTHER ENTITIES SUPPLYING LABOR AND MATERIAL TO CONTRACTOR OR ITS SUBCONTRACTORS FOR PERFORMANCE UNDER THIS CONTRACT. The Payment Bond must be one-hundred percent (100%) of the Original Contract Amount, unless otherwise provided for in Article E.c. herein. The Payment Bond must be provided in addition to the Performance Bond required in Article E.a. herein.
 3. Lesser Bond amounts; substitutes. The Navajo Nation's Representative, with the concurrence of the Navajo Nation Controller or his/her designee, may allow acceptance of a Performance Bond or a Payment Bond, or both, that is fifty percent (50%) of the Original Contract Amount, so long as either (1) the Navajo Nation withholds at least a fifty percent (50%) Retainage; or, (2) the Contractor provides an irrevocable Letter of Credit that is at least fifty percent (50%) of the Original Contract Amount. The fifty percent (50%) amount of the Original Contract Amount may be covered by a combination of Retainage and an irrevocable Letter of Credit, BUT IN NO CASE, SHALL A PERFORMANCE BOND OR PAYMENT BOND EACH BE IN AN AMOUNT LESS THAN FIFTY PERCENT (50%) OF THE ORIGINAL CONTRACT AMOUNT.
 4. Bonding documentation required. The Navajo Nation's Representative must receive written documentation of all required bonds prior to the issuance of a Notice to Proceed for the Project, and Contractor shall not commence any work or services under this Contract until such documentation is received by the Navajo Nation.
- U. RETURN PROPOSAL: The Navajo Nation and Navajo DOT have no obligation in returning any of the proposal received in response to this RFP.
- V. TERM: The term of the Service Contract will be a period of two years from the date of the award to the completion of the project, with an option to renew the contract for continued services, which will be based upon the availability of funds. Renewal of the contract will be made only upon mutual agreement of both parties.
- W. COMPLIANCE WITH THE NAVAJO NATION OPPORTUNITY ACT: Proposal will be opened and evaluated in compliance with the Navajo Nation's Business Opportunity Act, 5 N.N.C., Chapter 2, Subsection 201 - 215 and the Navajo Nation Procurement Rules and Regulations.

PART II

BACKGROUND

A. PURPOSE: The purpose of this Request for Proposal (RFP) is to select a vendor that will complete the N8065 Culvert Installation Services in Black Mesa, Arizona.

B. SCOPE OF WORK

Scope of Work for Culvert Installation.

- Provide and install the following: Riprap, Minor Concrete. Steel Pipe, Seeding, and Erosion Control Product.
- Replace an existing culvert with an 84-inch Corrugated Metal Pipe (CMP) culvert on road N8065, approximately 2 – 3 miles east of BIA Route 41, A total of 2,483 cubic yards³ of material will be used as fill. The project will result in an impact to the water of .09 acres and a 401 certification has been granted with conditions, see letter from Navajo Nation Environmental Protection Agency (Navajo EPA), dated May 17, 2012.
- The Dredge Material has already been purchased by the Navajo DOT - Department of Project Management:
2,483 cubic yards³ of material purchased.
- Provide a Spill Containment Plan in accordance to the May 17, 2012, letter from Navajo EPA.
- Adhere to Navajo Nation Surface Water Quality Standards.
- Adhere to the United States Army Corps of Engineers (USCOE) Nationwide Permit Program.
- Assure that all culvert installation activities are completed on or before June 30, and all reports and final invoices are submitted by before the end of Contract.
- All work under this contract shall conform to the attached specifications and plans.
- Backfilling. After the bedding, has been prepared and the culvert installed, the trench shall be backfilled with bedding material and/or soil from excavation. The backfill will be placed along each Side of the pipe in layers not over 6" in loose depth Each layer shall be moistened (or dried if necessary) to near optimum moisture content and thoroughly compacted with mechanical tampers. Special care shall be taken to compact thoroughly the material under the haunches of the pipe and insure that the backfill material is in intimate contact with the side of the pipe. The backfill shall be brought up evenly on both sides of the pipe for the full required length.
- Rip Rap. Riprap will be included on the end of each concrete headwall. Riprap shall be machined rip-rap, Class A-3, 2"-6" in size will be placed on the influent and effluent sides of the new culvert covered in this project and the existing culvert. Riprap shall be placed in accordance with the plan sheets.
- Work Zone Traffic Control. Traffic control in accordance with the Manual of Uniform Traffic Control Devices must be maintained during construction. The work site must be properly barricaded. Barrels or other BIA or Navajo DOT acceptable barricades with lights, must be in place at night with lights burning. Warning signs must be Installed in both approach directions for the duration of the work, during periods when the road must be closed for short (15-20 minute) durations, flagmen must be posted. Closing the road for long periods of time or during heavy use times (6-8 a.m. and 4-7 p.m.) must not occur.

- Safety. Safety precautions shall be used always during the progress of the work, as appropriate, workmen shall be furnished with hard hats, safety shoes, asbestos gloves, respirators, and any other safety apparel that will reduce the possibility of accidents. All Occupation Safety and Health Act (OSHA) requirements shall be observed,
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Part III

FORMAT AND ORGANIZATION

Requirements: This section of the RFP specifies the format and organization of the proposal (not listed in priority or in any order).

- A. NUMBER OF COPIES: Submit an Original (unbounded) and three (3) spiral bound proposals.
- B. PROPOSAL FORMAT: Appearance of the proposal is important and professionalism in the proposal presentation should not be neglected. The proposal standards are as follows:
 - The proposal may not exceed 20 pages, back to back pages (maximum 8 1/2" x 11"). Submissions exceeding the 20 pages will be considered non-responsive and will be un-rated.
 - The following pages are counted toward the 20 pages (back to back) limit:
 - Pages that have photos, charts, graphs and or various informative visual illustration and or exhibits will be counted toward the maximum number of pages.
 - Letter of Interest
 - Past Performance Information Form
 - Proposal submittal should have a minimum of 12-point font size.
 - Proposals submittal should be plastic or metal spiral-bound only
- A. CONTENT:
- B. LETTER OF INTEREST: Letter of Interest on Company Letterhead.
- C. PROOF OF CERTIFICATE OF INSURANCE: Provide proof your company's Certificate of Insurance.
- D. SPECIFICATION: Describe your company's ability, knowledge, and skills to provide the services requested in the Scope of Work on Pages 8 and 9.
- E. SCOPE OF WORK: Describe your approach or methodology to the scope of work, including: project management, roles and responsibilities. manpower, timelines, communication methods, etc.
- F. PROJECT MANAGEMENT: Explain how the projects will be managed and implemented from beginning to the end.
- G. ROLES AND RESPONSIBILTIES: Explain the roles and responsibilities of each team member that will help complete the scope of work.
- H. MANPOWER: Explain or demonstrate how personnel will be assigned to complete tasks, functions, and projects.
- I. LISTING OF EQUIPMENT: Provide a listing of equipment to be used for the Culvert Installation Services.
- J. TIMELINES: Include a work plan, Gantt chart, or other methods to demonstrate how and when each task, project, or route will be completed.

- K. COMMUNICATION: How respondents will communicate with Bureau of Indian Affairs — Department of Transportation, Chinle Agency and the Navajo DOT — Department of Project Management on the progress of the project(s). Face-to-Face meeting is preferred when 30%, 60%, 90%, and 100% of the project is completed.
- L. PAST PERFORMANCE INFORMATION FORM. Have two former clients or customers complete the form (attached to this RFP) and return with the proposal (Do Not Faxed or Send Separately). Specifically, information on past experience in working on Culvert Installations (hydraulics and hydrology assessment) and reports should be provided.
- M. EXPERIENCE IN WORKING WITH AMERICAN INDIAN COMMUNITIES: Proof of implementing projects on Indian Reservation(s) and/or in working with American Indian Communities.
- N. CERTIFIED NAVAJO BUSINESS: Provide proof that business is currently certified by the Navajo Nation - Business Regulatory Department and prioritized under Navajo Nation Council Resolution CAP-37-02 and also under the Section 204 (A) (1) and (2) of the revised Navajo Nation Business Opportunity Act.
- O. BID FORM / PROPOSAL COST: In a separate sealed envelope, clearly marked as "BID FORM Bid #: RFP #17-09-1728JJ " and with Respondent's contact information. The sealed envelope will not be opened by the Review Team until after the proposals have been reviewed and ranked.

End of RFP.

See Attachments.

Attachment "A"

Sample Bid Form I Proposal Fee Form

BIA DIVISION OF TRANSPORTATION - CHINLE AGENCY
N8065 - COST ESTIMATE - RFP #17-09-1728JJ

N8065(1) 2 - ROAD MAINTENANCE REPAIRS

ITEM	DESCRIPTION					QTY	UNIT	PRICE	TOTAL
25112-2000	Wire Enclosed Riprap, Class 2								
	Riprap Rock, Class 2					700	ft³		
60101-0000	Minor Concrete, Class A(AE) Type II								
	Minor Concrete, Class A(AE) Type II					18	yd³		
	Straight Reinforcing Bars (Type I)								
	Mark	Size	Mass	No Req'd	Length				
	V2	#13M	0.994	32	1.372	98	lbs		
	V3	#13M	0.994	8	1.054	20	lbs		
	V4	#13M	0.994	8	0.858	16	lbs		
	V5	#13M	0.994	8	0.772	15	lbs		
	H1	#13M	0.994	8	2.211	40	lbs		
	H2	#13M	0.994	8	2.554	45	lbs		
	H3	#13M	0.994	12	6.252	165	lbs		
	WWF					155	lbs		
	Bent Reinforcing Bars								
	V1	#13M	0.994	32	1.983	140	lbs		
	Straight Anchor Bolt (W152 mm x 19 mm Hex Bolt)					60	ea		
	Bent Anchor Bolt (W152 mm x 19 mm Hex Bolt)					60	ea		
60201-1810	7' Diameter Corrugated Steel Pipe Culvert, Galvanized Coated					132	ft.		
62510-1000	Seeding, Dry Method					0.3	acre		
62901-1100	Erosion Control Product, Type 4					6335	ft²		
60701-100	Remove Clean Stockpile					80	ft.		
20403-000	Unclassified barrow					2,483	yd³		
63501-000	Temporary Traffic Control					Lup Sum			
15101-000	Mobilization					Lup Sum			
	SUB TOTAL:								
							5% Navajo Nation Tax:		
							Total Bid Amount:		

Addendum:

In submitting this Bid, Respondent represents that: Respondent has examined and carefully studied the RFP and attachments, and any data and reference items identified in the RFP documents, and hereby acknowledges receipt of the following Addenda:

Addendum No:

Addendum Date:

Respondent will complete the Work in accordance with the Contract Documents for the following price(s):

[SUGGESTED FORMAT FOR UNIT PRICE BID

See Attachment (Sample Proposal Fee) following this page.

Bidder acknowledges that 1) each Bid Unit Price includes an amount considered by Respondent to be adequate to cover Contractors overhead, profit, permit fees, and expenses for each separately identified item, and (2) estimates are not guaranteed, and are solely for the purpose of comparison of Bids. Final payment for all unit price Bid items will be based on actual quantities, determined as submitted by the actual work completed.

Respondent's Acknowledgement Signature:

Name and Title

Company Name

Attachment "B"

Past Performance Information Form

PAST PERFORMANCE INFORMATION FORM

(Must be submitted as part of the proposal. Do not fax separately)

The information provided in this document is confidential to the extent permitted by Laws and Regulations.

A. Submitted By:

Company Name.

Owner

or

President

Name:

Contact Person:

Address:

City, State, and Zip Code.

Phone Number

Email:

B Submitted To: Navajo Division of Transportation, in response to RFP, Bid #: RFP #17-09-1728JJ

C. Submitted For

Company Name:

Owner or President Name:

Address:

City, State, and Zip Code:

Phone Number

D. Past Experience:

- a. Question 1: List or describe past work completed by Company listed in Letter "C" (A separate sheet can be used):

1. _____

2. _____

- b. Has Company ever failed to complete work (Culvert Installation.) If yes, explain (A separate sheet can be used).

☐ No

☐ Yes. Please Explain: _____

Performance Rating. Rate the Company's work performance,

- E. services, or product:

Excellent	Good	Fair	Poor	Unsatisfactory
5	4	3	2	1

Attachment "C"

Strip Map





